



# Planning & Responsibilities



## OVERVIEW

We recommend that every Outreach Team have a Victory Party on the Thursday evening of the Outreach week as a closing event for the Outreach. The Party will help build awareness, raise additional funds, and provide an opportunity for others to become involved with Sports World Ministries locally.

## PURPOSE

The purpose of the Victory Party is to show how students' lives have been impacted and transformed through the Outreach and to show our gratitude to those who have made the Outreach possible through volunteering their time or making financial contributions. The Victory Party is a key event to help broaden the awareness and volunteer base of SWM in local communities. The Victory Party should benefit the local Team through developing additional resources (donations and volunteers), building unity in the community to reach the students, and building community awareness of the pressures students are facing.

## THE FIRST STEP

The Team Captain and the Team should commit themselves to prayer, individually and as a Team. Prayer is the most important step from the beginning and throughout the entire Outreach.

## DATE AND LOCATION

- ☐ Confirm your Victory Party location with your Regional Manager. The Victory Party can be at your home or another location.
- ☐ Confirm the date with your Regional Manager if not being held on the Thursday evening of the Outreach week.

## INVITATIONS and INVITEES

- ☐ Your Toolkit includes custom-designed invitations and envelopes. You will need to add the date, time, location, and phone number for guests to RSVP. Contact us if you need additional invitations.
- ☐ Sports World will provide you with a private, custom Eventbrite link to be sent electronically to invitees so they can respond electronically to the Victory Party invitation.
- ☐ Pledge cards and envelopes are also included in your Toolkit. These should be displayed during the Victory Party event.
- ☐ Compile a list of potential invitees. This list should include friends, relatives, business associates and current SWM Outreach Team members who could give a gift of \$100 or more. Local and State politicians, pastors, and law enforcement should be primary invitees, among others. ***Please include Team members regardless of their perceived giving level; we never say "no" to anyone.***

## **VICTORY PARTY—Planning & Responsibilities, *Continued***

### **VICTORY PARTY DETAILS**

- ☐ Ask another couple or members of your team to assist you in organizing the event.
- ☐ Decide on food, whether it be an appetizer/dessert event, BBQ/cookout, or sit-down meal. This should be determined by the type of location where you will be holding your event. Backyard BBQs, banquet-style dinners, or appetizer-dessert settings have all worked well for Victory Parties.
- ☐ Speak with local restaurants to see if they will donate appetizers or food. In-kind donation receipts can be provided for donated items.
- ☐ Finalize the list of invitees and send invitations with a minimum goal of 12 individuals attending. (Couples are ideal.)
- ☐ If meeting in a banquet-style setting, secure a sound system for the banquet room.

### **THE WEEK BEFORE THE VICTORY PARTY**

- ☐ Call people on your invitation list and confirm the final number of guests.
- ☐ Monitor the Eventbrite RSVP list.
- ☐ Call catering, if necessary, with final guest numbers.
- ☐ Call the banquet hall, if necessary, with final guest numbers.
- ☐ Finalize the Agenda with the Pro and the Regional Manager. (See Victory Party Suggested Agenda on page 26.)

### **THE DAY OF THE VICTORY PARTY**

- ☐ One hour before the party, go over the Agenda with the Pro and SWM Staff.
- ☐ Be present and ready to greet guests, along with the SWM Pro and Staff, 30 minutes before the event is scheduled to begin.

### **FOLLOWING THE VICTORY PARTY**

- ☐ Send Thank-You cards to all who attended. Thank-You cards will be provided by Sports World Ministries if needed.
- ☐ Over the next 30 days, follow up on pledges from the Victory Party event.
- ☐ All pledge money should be collected within 60 days and sent to Sports World Ministries at 1919 S. Post Rd., Indianapolis, IN 46239.

***Thank you for being a  
Sports World Team Captain!***

